Guidelines for New Recommendation Files

Please initial before each statement, once it has been explained, to indicate your understanding and willingness to adhere to these standards. These guidelines have been established for a reason; once your file has been opened, please do not ask that we make exceptions.

_____ The $30.00 cost of opening a Recommendation File is non-refundable. This includes free mailings to your first three (3) requested schools. Subsequent requests will cost $5.00.

_____ The file may be used only for graduate or medical school applications.

Under no circumstances will this recommendation file be sent out for employment or internship purposes.

_____ Your file can either be open or closed/confidential. If it is closed/confidential, you only have access to the contents of the file (which letters are being held in your file). If it is open, you have access to the contents of the file and each recommendation. However, even with a closed/confidential file, you are not allowed to leave the office with copies of the recommendations. Please note: the waiver can only be revoked in writing and only with respect to confidential statements and recommendations placed in my files subsequent to written revocation.

_____ We must receive written permission from you (hand delivered or via mail) in order to mail out a request.

We do not accept faxed requests. The following information is needed:

- Your name, work and/or home phone numbers
- Signature
- The name and complete address of the school(s)
- The name of the letter writer(s) and the month and year in which each letter was written.
  If you have more than one letter from a particular evaluator, you must also include distinguishing informations (e.g. the school or program it is for).

_____ If you wish any other materials sent out with your letters of recommendation please note this on your request form (e.g. medical school cover letter).

_____ Please limit the number of letters mailed per school to four (4) unless otherwise indicated by school.

 _____ Your request, once received, takes up to 2 business days to process. Deadlines can approach quickly. Plan ahead to ensure enough time for the request to be processed and to arrive on time. We cannot under any circumstances guarantee a turn around time faster than 2 business days.

_____ We cannot fax any letters to schools. However, you may bring in a FedEx package and postage which we will mail for you. (Overnight requests will still take up to 2 business days to process.)

_____ Request from someone other than yourself will not be honored without written permission from you prior to the request.

_____ It is your responsibility to check with the CLS Recommendation File Service to make sure that the letters you wish to have sent out are in your file.

_____ Request to release your file to an academic institution that includes letters that are not in your file WILL NOT be processed. Do not submit requests until all letters are in your file.

If we cannot identify the recommendation file in which the letter belongs, we will hold on to the letter for one week. If it has not been claimed after that period of time, it will be discarded.

_____ An evaluator, when wanting to update his/her letter, needs to request a copy of his/her letter in writing. Students may also request, in writing, that a letter be returned to an evaluator to be updated. Under no circumstances can we give you copies of your recommendation letters.

I fully understand and agree with the above policies regarding my Recommendation file.

Signature ___________________________ Date ________________
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Your Recommendation File contains a copy of these guidelines that you have initialed and signed indicating your understanding and willingness to adhere to these standards. These guidelines have been established for a reason; once your file has been opened, please do not ask that we make exceptions.

1. The cost of opening a Recommendation File is non-refundable. This includes free mailings to your first three (3) requested schools. Subsequent requests will cost $5.00.

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   • Signature
   • The name and complete address of the school(s)
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8. We cannot fax any letters to schools. However, you may bring in a Fed Ex package and postage which we will mail for you. (Overnight requests will still take up to 2 business days to process.)

9. Request from someone other than yourself will not be honored without written permission from you prior to the request.

10. It is your responsibility to check with the CLA Recommendation File Service to make sure that the letters you wish to have sent out are in your file.

11. Request to release your file to an academic institution that includes letters that are not in your file WILL NOT be processed. Do not submit requests until all letters are in your file.

12. If we cannot identify the recommendation file in which the letter belongs, we will hold on to the letter for one week. If it has not been claimed after that period of time, it will be discarded.

13. An evaluator, when wanting to update his/her letter, needs to request a copy of his/her letter in writing. Students may also request, in writing, that a letter be returned to an evaluator to be updated. Under no circumstances can we give you copies of your recommendation letters.